

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	Program Manager I-Project Services & Grants	Department:	City Utilities Engineering
Requisition Number:	2025125		
Hours:	8:00 a.m. – 5:00 p.m., may vary	Rate of Pay:	\$73,671.78 - \$90,000.00 Annually
Date Posted Up:	1/30/2025	Date Posted Down:	Until Filled
Time Up:	8:00 a.m.	Time Down:	

SUMMARY

Working under the direction of City Utilities’ Program Manager II – Capital Project Services, the incumbent serves as the lead grant management professional overseeing City Utilities’ grants and alternative funding program, including determining funding needs for Utility projects, researching funding opportunities, writing and coordinating grant writing activities, ensuring compliance with grant requirements, assigning work to other grants staff, creating and maintaining work processes, and tracking and reporting to Utility management on the status of grant projects.

This role also provides support in acquisition and management of real estate, administration of the Capital Project Services program, and other operations needed for the performance of capital projects and other needs of the Utility.

The incumbent must exercise sound judgment, independence, initiative, and professional expertise in daily operations. All work duties and activities must be performed in accordance with City and department policies and procedures as well as federal, state, and local regulations. At all times, the incumbent maintains absolute confidentiality of all work-related matters, including personnel records and all associated information.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

Project & Program Financing

- Provides input and coordinates with Utility management and staff to determine alternative funding needs and goals for capital improvement and other projects;
- Researches and identifies alternative funding opportunities, including grants, bonds, and state loan funds, for capital projects and other Utility programs;
- Works with engineering and design staff, finance staff, and other Utility staff to prepare, evaluate, compile, and submit timely applications for project funding;
- Assists Utility managers, engineering and design staff, and finance staff in developing, managing, monitoring, and reconciling budgets for grant and alternatively-funded projects;
- Assigns work to other Utility grants staff, and coordinates with other Utility staff and outside consultants to ensure timely submissions and compliance on grants and alternative funding projects;
- Maintains calendars and schedules to assist Utility staff in meeting grant and alternative project funding deadlines;
- Provides timely advice, information, and technical assistance on funding opportunities, requirements and procedures;

- Communicates, collaborates, and manages relationships with funding agencies, external partners, Civil City staff, community contacts, third-party stakeholders, and others involved in grant funded and alternatively funded projects;
 - Develops, implements, and maintains policies, procedures, program outlines, SOPs, and work processes related to the Utility's grant and alternative funding program;
 - Works with Civil City grants staff and implements the Utility's use of City grants management software to ensure that City Utilities' grant efforts are aligned with overall City priorities;
 - Keeps organized internal records to ensure grant and alternative funding efforts remain on target in relation to Utility goals;
 - Tracks and reports on a regular basis to Utility management on the status of grant and alternative funding projects;
 - Monitors and tracks compliance with funding program requirements, and assists Utility staff in meeting all reporting and compliance goals and other conditions of funding;
 - Trains, mentors, guides, supervises, and develops Utility grants staff on grant and alternative funding work processes;
 - Develops, implements, and maintains internal controls ensuring that grant- and alternatively-funded project activities adhere to all applicable rules, policies, and regulatory guidelines and best practices;
 - Selects, prepares and manages contracts with outside firms for grant writing, advising, and related services;
 - Develops and implements data collection and evaluation processes and metrics to assess the effect of grant and alternative funding efforts on Utility projects;
 - Remains informed about state and federal grant and alternative funding regulations, grant and alternative funding professional norms, relevant policy trends and social issues, and an understanding of City Utilities' grant and alternative funding-related programmatic needs, strategies, and processes;
 - Performs other duties as assigned related to expanding the Utility's revenue base to fund capital projects and other programs;
 - Collaboration and coordination with grant administrators, Utility and Civil City staff, and external partners and stakeholders is essential.
- **Real Estate Acquisition & Disposition**
 - Coordinates with Utility Engineering staff to determine needs for easements, real estate purchases, contracts with property owners, and acquisition of other interests for Utility projects and programs;
 - Prepares property and contract documents using standardized forms and prepares for management and/or legal review any changes or modifications to standard documents;
 - Researches and investigates real estate interests, property owners, and related matters;
 - Carries out communication with property owners and other community stakeholders;
 - Assists in negotiation and acquisition of easements, contracts, and other interests;
 - Assists in the selection, preparation, and administration of contracts with outside firms for property appraisals, title research, and related services;
 - Attends and participates in meetings with property owners to discuss property issues, and facilitates the attendance of appropriate project managers/designers to answer questions;
 - Trains new Capital Project Services staff on land acquisition and related processes;
 - Serves as confidential aide to Program Manager – Capital Project Services;
 - Performs duties of Program Manager – Capital Project Services, in his/her absence;

Administrative Functions

- Assists in maintaining Utility standards, specifications, and standard operating procedures;
- Assists, coordinates, and/or performs process documentation and process improvements;
- Assists Utility staff in coordinating communications efforts with community stakeholders;
- Performs other duties as assigned.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

Responsible for the overall direction, coordination, supervision and evaluation of employees in the Project Services & Grants program. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. In addition, provides indirect supervision and gives direction to consultants. Assist with supervisory duties and coverage of other CU Engineering management positions, including the Program Manager II – Capital Project Services, during times of absences or emergencies, within the CU Engineering group.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree in public or business administration, finance, organizational leadership, economics, urban planning, or approved equivalent degree from an accredited four-year college or university. Three (3) years of experience in a public agency, utility, and/or work facing the general public; or equivalent combination of relevant education, training, and/or experience;
- Experience working in local government and/or a grant writing consulting firm preferred;
- Proficiency in the use and customization of word processing, spreadsheet, and related office software packages, particularly Microsoft Office products.

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Standard knowledge of the principles, objectives, and practices of local government administration and utility management;
- Thorough understanding of intergovernmental and intragovernmental roles and responsibilities;
- Ability to perform duties with limited supervision;
- Principles and applications of critical thinking and analysis;
- Principles of business correspondence and report writing;
- Exceptional usage of the English language, including spelling, grammar, and punctuation;
- Ability to establish and maintain effective working relationships with staff members, other departments in the City, other government agencies, and the general public;
- Ability to write and speak clearly and concisely to produce reports, and proposals;
- Demonstrated proficiency with Microsoft Office, particularly Word, and Excel;
- In-depth knowledge of grant processes and practices;
- Knowledge of grant tracking software, eCivis experience preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret scientific and technical information, financial reports, and legal documents and regulations. Ability to write and edit reports, agreements, business correspondence, procedure manuals, and compliance guidance. Ability to respond to common inquiries or complaints and maintain effective working relationships with customers, regulatory agencies, members of the business community, and other stakeholders. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to compute rates, ratios and percentages. Ability to draw and interpret graphs. Ability to discern and use appropriate statistical methodology practices for data collection, interpretation and evidence-based evaluation.

REASONING ABILITY

Ability to define unprecedented problems, collect data, establish facts, and draw valid conclusions by extending accepted methods or developing new ones. Ability to interpret an extensive variety of technical instructions furnished in written, oral, mathematical, diagram, or schedule form, and to deal with several abstract and concrete variables. Ability to develop program work plans designed to improve or expand current service levels, and to discern and evaluate strength of evidence for practices, programs and projects. Ability to manage documents, forms and computer records in order to standardize and minimize risk due to errors or omissions.

CERTIFICATES, LICENSES, REGISTRATIONS

- Maintains a valid Indiana Driver's License, if a City vehicle is to be used;
- Possesses or has the ability to obtain a Notary Public certification.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21

years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.